

**TO:** City/Town Clerks, Election Commissioners  
**FROM:** Mike Sullivan, Director, Office of Campaign and Political Finance  
**RE:** Order forms and other pertinent information  
**DATE:** December 2003

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Once again, OCPF is writing to assist local clerks and election commissioners in receiving materials for campaign finance reporting by local candidates and committees.

### ***Order forms***

You may print out the enclosed order form and mail or fax it to us, or e-mail your order to us at [ocpf@cpf.state.ma.us](mailto:ocpf@cpf.state.ma.us). Please be sure to indicate on the form the date of your next municipal election to assist our staff in prioritizing our mailings to you. **Please request materials only in the amount you need.** For example, you may be aware that you need two or three M-102 forms per candidate. However, those who have no activity may also sign the M-102-0 form. Because several can sign the same form, just a few M-102s may serve for the entire election period. The forms you have on hand from last year can still be used, and additional forms can be downloaded off our web site, [www.mass.gov/ocpf](http://www.mass.gov/ocpf). You and your candidates can download all OCPF forms, including the M101 and M102 forms for local candidates and committees, as well as the guides for local candidates and ballot question committees.

### ***Sample year-end notice***

The attached sample notice is provided to help you inform candidates and political committees of their year-end filing responsibilities. Please note that any candidate or committee with a cash balance or outstanding liabilities as of their last report must file a year-end report by Jan. 20. In addition, all incumbents, whether or not they have a cash balance, raised or spent any money or had an election in 2003, must file a year-end report. That includes any incumbents who did not seek re-election and are leaving office.

### ***Seminars/Training***

We are always available to visit if you and/or your staff want to go over the filing process and any other issues. We especially recommend such a visit to new clerks. We are also available to conduct a seminar for your local candidates and committees on such topics as filing requirements, the role of public employees and officials in campaigns and issues concerning local ballot questions. We get many inquiries about the latter issue, due to the growing number of override and debt exclusion votes and the restrictions on the use of public resources to influence voters. Simply contact me or OCPF's Director of Public Information, Denis Kennedy, to schedule a session for your office or a seminar in your community.

### ***E-mail addresses***

When you send in your order form, please provide your e-mail address, if applicable, in the space provided. Unless you request otherwise, we will put you on the e-mail list for our quarterly newsletter. I know some town clerk already receive the newsletter through their association president, Linda Hutchenrider; if you prefer to keep that arrangement, just let us know when you provide your e-mail address.

As always, please feel free to contact us if you have a question or concern. Best wishes from all of us at OCPF for the holidays and the coming year.

